

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE 1 OF 17 PAGES		
2. CONTRACT NUMBER		3. SOLICITATION NUMBER ADF-08-SOL-004		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED		6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY African Development Foundation 1400 Eye Street Suite 1000, 10th Floor Washington, D.C. 20005				8. ADDRESS OFFER TO (If other than Item 7) African Development Foundation 1400 Eye Street Suite 1000, 10th Floor Washington, D.C. 20005					

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until 5PM local time May 15, 2008 (Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Ellen Teel	B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 673-3916 121		C. E-MAIL ADDRESS eteel@usadf.gov
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
	14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):			
	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>	17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise)	
24. ADMINISTERED BY (If other than Item 7) CODE				25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)				27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
				28. AWARD DATE	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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SECTION C: DESCRIPTION/STATEMENT OF WORK

Description

The African Development Foundation (ADF), an agency of the United States Government, is issuing a combined synopsis/solicitation for an immediate need for up to two (2) individuals for personal services contracts for program analyst positions.

The African Development Foundation (ADF) is an independent corporation of the United States Government. Its mandate is to foster community-based development in Africa. ADF programs focus on: 1) assisting indigenous small and medium-sized enterprises (SMEs) to become profitable and competitive, and to establish viable long term trade and investment relationships with local, regional and international customers and business partners, 2) responding to priority social and community development needs of poor communities and marginalized groups, and 3) documenting, promoting and disseminating best practices related to the successful development, growth and expansion of small to medium-sized enterprises, community-based social enterprises and community infrastructure projects. ADF currently provides African grants and cooperative agreement grants to entities in seventeen African countries.

The program analyst position has been designated as a Personal Services Contractor (PSC) located in the Field Operation Division. The division is responsible for overseeing and coordinating all aspects of ADF's representation and program development overseas, and ADF's internal review and approval of proposed country strategies, programs and projects. Specifically, the division organizes and oversees the development and implementation of ADF country strategies; engages in outreach in the countries where ADF operates; identifies, screens and selects organizations that might benefit from ADF support; ensures compliance by applicants, grantees and contractors with all ADF policies and program guidelines pertaining to project development and approval; and works with strategic partners, U.S. government agencies, hosts governments, donors and development organizations to promote and expand ADF programs and to leverage additional funding.

The division is made up regional program teams that manage and support the activities of the ADF program in a subset of African countries in which the Foundation is active. Each regional team is headed by a Regional Program Coordinator (RPC) who is supported by a Program Analyst (PA) based at ADF's Headquarters in Washington, D.C.

In addition to the Washington-based staff, each regional program team includes a Country Representative for, and based in, each country in the program team's portfolio. The PA and Country Representatives report to and are supervised by the RPC. Additionally, the field-based team includes with a host country non-governmental organization (NGO) that functions as ADF's Country Partner organization by providing technical assistance, and supporting to ADF grantees.

Statement of Work

C1. SUMMARY OF PROGRAM ANALYST FUNCTIONS

The PA's primary responsibility is monitoring the implementation and assessing the progress of the projects that have been funded and ensuring that project program and financial reports are current, accurate and complete. In addition, the PA shall be called upon by the RPC to review and critique proposals submitted for funding and may participate in formal project review meetings.

C2. SPECIFIC DUTIES AND RESPONSIBILITIES

The Program Analyst's specific duties and responsibilities will include, but not limited to:

1. Project Monitoring:

- Assists the RPC in the drafting and presenting ADF's budget requests. Assesses proposed country representatives' budgets against Foundation policy and country plans; prepares and maintains spreadsheets and other documentation, reviews monthly financial reports from field offices, tracks expenditures, and identifies spending patterns.
- Tracks, analyzes and organizes a variety of information to include: monthly activity reports concerning new proposals, site visits; performance data related to partner organizations and country representatives; project lists including start and end dates, budget amounts, approved amendments, performance targets, grantee quarterly financial reports; country external briefing sheet chart, and accomplishments relative to the five-year strategic plans; etc.).
- Reviews and authorizes grant disbursements. This requires a current understanding of project performance, implementation plan and the use of the grant budget.
- Reviews and processes grant time, language and budget amendments.
- Contributes to the agency's annual Assessment of Program Impact (API) and the Office of Management and Budget's Program Assessment Rating Tool (PART) by gathering and reviewing project performance data and entering the data into ADF's Citrix data base.
- The PA shall maintain a project performance tracking system and develop project performance reports and written feedback on the quality of the grantee reports. This task requires the PA to analyze report information to assess the quarterly and annual progress towards achieving project performance targets to determine whether the project is on schedule.
- Enters project performance data into the ADF data base. The PA's observations, questions or concerns about the information reported are provided in writing to the RPC, Country Representative and Country Partner Organization. Provides country team input and guidance to the country team on project remediation after discussion with the RPC.
- Prepares and presents written summaries at the annual Country Portfolio Review, which is intended to measure the project's contributions and allow ADF to consider the effectiveness of the Foundation's work in a particular country and to adjust program strategy and objectives accordingly.
- Monitors the extent to which grantees are meeting their commitments under the grant agreement.
- Reviews project audit findings and ensures follow-up on implementation of audit recommendations in collaboration with the field team.
- Monitors the closeout process of completed projects and ensures that all pending issues are resolved and necessary information is entered into the database.

2. Coordination of Proposal Processing and Approval

- Assists the RPC with the preparation of project proposal funding packages. Ensures that packages include all required documents and any other supporting documentation and correspondence before distribution to the Project Review Committee (PRC).
- Attends project review meetings and assists the RPC to assure that project review memoranda are transmitted to the field in a timely manner.
- Assists the RPCs with the preparation of the final project proposal approval packages. Reads documents for consistency, highlights any outstanding issues for the RPCs' attention, prepares the grant information notice memo for the Grant Coordinator, drafts the project description, and makes revisions to the budget and budget narrative and other documents in the package as needed.
- Maintains a tracking chart per country of status of all projects in the funding pipeline from PRC submission through to grant signing.
- Drafts letters to the relevant United States Ambassadors informing them of ADF's intent to award a grant and assures transmitted to the field in a timely manner.

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3. Field Offices Operations:

- Assists the RPC in assuring that field offices comply with the Foundation's financial policies regarding procurement and financial record-keeping. Serves as a liaison with the Finance Department to justify and complete budget amendments and to assure proper identification of cost centers for headquarters purchases for field operations.
- Assists the RPC with activities for recruitment and mobilization of Partner Organizations and Country Representatives including advertising, assessing candidates, equipping offices, and providing information on ADF's policies and procedures.
- Reviews the Partner Organization's monthly financial report and liaises with the Director of Field Operations to identify issues, spending patterns, and justifying and drafting budget shifts and/or amendments.
- Assists the RPC with activities related to distilling "success stories", "lessons learned" and "best practices" and models for grassroots development for use by other offices of the Foundation.

SECTION F. DELIVERABLES OR PERFORMANCE

The African Development Foundation is authorized to enter into personal service contracts under section 506(a) (5) and 506(a) (6) of the African Development Act. The Contractor's period of performance will be one year beginning date of award.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999) The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days before the contract expiration date.

F2. PLACE OF PERFORMANCE

The Contractor's duty station is at ADF's Headquarters in Washington, D.C. ADF will furnish appropriate office space, supplies, and equipment for official use only.

F3. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The Regional Program Coordinator (RPC) is the designated COTR and shall have supervisory responsibility over the Contractor. No representation by the COTR shall serve as a basis for an alteration in the general scope of this contract or in the terms and conditions unless confirmed in writing by the Contracting Officer. The contract must be modified in writing by the Contracting Officer in the event of a change in the contract. The Contractor must communicate with the Contracting Officer on all matters pertaining to the contract terms. Proceeding with work without proper contractual coverage could result in nonpayment for that work.

F4. TRAVEL

- a. Local Travel. ADF shall provide up to \$110.00 per month for local mass transportation travel to and from work.
- b. International travel. ADF may require international travel to remote field sites in Africa. ADF estimates up to 10% of the period performance may be spent on international travel. As necessary, the

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Contractor will be required to work under harsh conditions and travel within the assigned country by car, boat, or plane for extended periods of time. Field site conditions may be arduous because amenities are few; there may be exposure to communicable diseases, and health care services are poor. Site visits may require some physical exertion such as walking over rough surfaces and using uncomfortable modes of transportation. Travel associated with the contract performance will be funded separately. ADF will furnish vehicles for official business only.

c. Visas. ADF shall reimburse the Contractor, or directly pay for, required visas for the Contractor's business travel.

F5. PHYSICAL FITNESS

A statement from the Offeror is required that shows the individual has medical/health insurance that would continue to cover him/her in the Consultant's position. Upon request, the successful Offeror shall submit proof of health insurance prior to the award of the contract

F6. FEDERAL HOLIDAYS AND OTHER DAYS CLOSED

The Contractor is entitled to be paid for the following U.S. government holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Inauguration Day	

F7. VACATION AND SICK LEAVE

a. Vacation Leave. The Contractor shall earn four (4) hours of vacation leave every two (2) weeks. Vacation time shall be taken during the period under the contract and must be approved in advance by the COTR. No additional funding is provided for vacation or sick leave. The Contractor will not be compensated for unused vacation leave at the end of this contract. Authorization for payment of unused vacation at the end of the contract shall require notification to the Contracting Officer from the COTR.

b. Sick Leave. The Contractor shall earn four (4) hours of sick leave every two (2) weeks for the duration of the contract. The Contractor will not be compensated for unused sick leave at the end of this contract.

F8. PERFORMANCE EVALUATION

This contract is subject to a mid year and annual performance evaluation. Work is evaluated for effectiveness of results and compliance with the U.S. Government's and ADF's prevailing policies, regulations, directives and strategic plan goals and objectives.

The Government evaluation shall be forwarded to the Contractor. The Contractor may submit written comments, if any, within the time period specified in the evaluation transmittal. The Contractor's comments shall be considered in the issuance of the final evaluation document. Any disagreement between the parties regarding the evaluation shall be forwarded to the Contracting Officer. The final evaluation of the Contractor's performance is the decision of the Contracting Officer. A copy of the final performance evaluation report will be sent to the Contractor.

SECTION G: CONTRACT ADMINISTRATIVE DATA

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G1. PAYMENT UNDER PERSONAL SERVICE CONTRACTS

The Government shall pay the Contractor semi-monthly for the services performed by the Contractor, upon the submission by the Contractor of an invoice, activity report, and timesheet, and provided timely submission of all deliverables and reports to the office or officer designated and at the time provided for in this contract. Contractor's compensation shall be in US Dollars. If the Contractor is a U.S. citizen, ADF will report the Contractor's income to the Internal Revenue Service and will issue a 1099 to the Contractor at the appropriate time.

The Government shall also pay the Contractor: (a) a per diem rate in lieu of subsistence for each day that the Contractor is in a travel status away from home or regular place of employment in accordance with Federal Travel Regulations (41 CFR 101-7) and ADF travel policy, and as authorized in appropriate travel authorizations; and (b) any other transportation expenses if provided for in this contract. Funding for travel-related expenses is provided separately under travel authorizations.

G2. OVERTIME PAY

The Contractor will not be entitled to payment for work beyond an eight-hour day or a forty-hour week.

G3. REQUIRED REPORTS

The Contractor will submit reports to the COTR, who will advise as to the required content of these reports. The Contractor will also submit other reports as required from time to time by the COTR or by other ADF/Washington staff.

G4. TOTAL ESTIMATED COST OF CONTRACT:

The total estimated cost of the contract shall be negotiated based on Offeror's recent salary history to ensure the Government receives the best value. This position is similar to a GS9 base pay equivalent plus benefits.

G5. INVOICES AND TIMESHEETS

The Contractor shall submit invoices to the COTR and to the Contracting Officer for time worked on a twice-monthly basis (periods covered: 1st through 15th of the month; 16th through the end of the month). Upon approval of the invoice, timesheet, and required reports per Clause G3 by the COTR, payment will be processed.

All payments will be made by electronic funds transfer. The contractor shall be registered in the Central Contractor Registration (CCR) database.

G6. PRE-CONTRACT COSTS

The contract shall not include pre-contract costs

G7. RELOCATION EXPENSES

Reimbursement for relocation is not provided.

G8. CONTRACTOR'S TAX AND OTHER LEGAL OBLIGATIONS

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The Contractor shall be responsible for payment of all individual taxes and for meeting all other legal obligations associated with performance under this contract.

G9. INSURANCE

The Contractor shall provide his or her own health insurance during the performance period of the contract. The contractor's cost proposal should be all inclusive of salary and benefits.

G10. TERMINATION (PERSONAL SERVICES) (APR 1984), 52.249-12

The Government may terminate this contract at any time upon at least 15 days' written notice by the Contracting Officer to the Contractor. The Contractor, with the written consent of the Contracting Officer, may terminate the contract upon at least 15 days' written notice to the Contracting Officer.

G11. CONTRACTOR STATUS

It shall be recognized at all times that the Contractor is engaged by contract, that he or she is not an employee of the African Development Foundation. If, at any time during the effective period of this contract, the contractor should be appointed to a regular position in the African Development Foundation or elsewhere in the service of the U.S. Government, this contract will automatically be terminated.

G12. RELEASE OF FINAL PAYMENT

Prior to final payment under the contract, the Contractor shall execute and deliver a release discharging the Government, its officers, agents, and employees from all liabilities, obligations and claims arising out of or under the contract and complete a PSC Exit Clearance Form.

SECTION H. SPECIAL CONTRACT REQUIREMENTS

H1. FEDERAL LAWS

The Contractor is subject to all laws, rules and regulations governing the behavior of regular Federal employees, including, without limitation, the Anti-Deficiency Act and the laws and regulations governing the ethical conduct of employees of the Federal Government. However, the Contractor does not qualify as an employee for purposes of programs administered by the Federal Office of Personnel Management (for example, incentive awards, health and life insurance programs, and retirement programs). All laws and amendments to laws enacted after the date of this contract, which are applicable to the Contractor, shall be incorporated herein by law without the need to amend the contract. Nothing in this clause shall give the Contractor rights which the Contractor is not otherwise entitled to under law.

H2. PREFERENCE FOR U.S. FLAG AIR CARRIERS

Public Law 93-623 requires that all Federal agencies and Government contractors and subcontractors use U.S. flag air carriers for international air transportation of personnel (and their personnel effects) or property to the extent service by such carriers is available. It further provides that the comptroller of the United States shall disallow any expenditure from appropriated funds for international air transportation on other than a U.S. flag air carrier in the absence of satisfactory proof of the necessity therefore.

The Contractor agrees to utilize U.S. flag air carriers for international air transportation of personnel (and their personnel effects) or property to the extent service by such carriers is available.

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In the event the Contractor selects a carrier other than a U.S. flag air carrier for international air transportation, he or she will include a certification on vouchers involving such transportation that is essentially as follows:

CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS

“I hereby certify that transportation service for personnel (and their personal effects) or property by certificated air carrier was unavailable for the following reasons: (State reasons).”

H3. WARRANTY AGAINST KICKBACKS (52.203-7)

The Contractor agrees that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the African Development Foundation as wages, compensation or gifts for acting in any capacity in connection with any work contemplated or performed under or in connection with this contract.

H4. COMPLIANCE WITH LAWS AND REGULATIONS APPLICABLE ABROAD

Conformity to Laws and Regulations of the Host Country: The Contractor agrees that, while traveling in Africa, he or she will abide by all applicable laws and regulations of the cooperating country and political subdivisions thereof.

M. EVALUATION FACTORS FOR AWARD

Phase 1: Mandatory Qualifications (Initial screening) The mandatory qualification for fluency in French is requirement for only (1) one of the (2) two PA positions.

Phase 2: Technical Evaluation Factors

Phase 3: Interview of Top Candidates

The selected applicant must comply with the following requirements:

- 1) Certify ability and willingness to travel and visit remote locations under harsh climate conditions with limited health care facilities;
- 2) Certify ability to meet the requirements of a background investigation to be conducted by ADF

NOTE TO APPLICANTS: A complete application consists of the following:

1. Three past performance references. The Offeror shall provide in the proposal package the names, phone numbers and email addresses of the references that the Offeror contacted to provide past performance references.
2. A resume
3. Attachment J1, J2 and J3 which are located below at the end of the solicitation. Please use these attachments to provide your responses to: Mandatory Qualifications (Attach. J1); each of the Technical Evaluation Factors (Attach. J2); certify ability and willingness to travel and visit remote locations under harsh climate conditions and limited care facilities (Attach. J3), and certify ability to meet requirements of a background investigation to be conducted by ADF (Attach. J3). Offeror shall cite the entity (ies) and location(s), period of service(s) and description of the service(s) provided that demonstrates the ability to provide the services identified in each factor.
4. Cost proposal and recent salary history: On a separate page(s), submit your cost proposal and recent salary history with your technical proposal. Offerors cost proposal shall provide pricing, all inclusive of salary and benefits.

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Applicants who satisfy the mandatory qualifications will be selected to pass to Phase 2. Applicants who pass the technical evaluation factors will pass to Phase 3.

Applicants who fail to submit a complete application shall not be considered.

PHASE 1: MANDATORY QUALIFICATIONS

To be considered for this position The Offeror shall provide all mandatory qualification information on Attachment J1, which demonstrates that the Offeror meets the following four (4) mandatory requirements:

1. At least 3 years of relevant recent experience related to African grassroots economic development;
2. Native tongue fluency in English and the ability to communicate effectively orally and in writing. (See Attachment J-1 to self-certify language fluency) The ability to communicate orally effectively will be evaluated in the interview stage;
3. Experience in developing and presenting analysis summaries in MS word and Excel;
4. Ability to read, write and communicate orally in French. (This requirement is for only (1) one of the (2) two PA positions available. (See Attachment J-1 to self-certify language fluency). This requirement will be evaluated at the interview stage.

NOTE: You may substitute a Master s degree or 2 full years of graduate education leading to such a degree in any field or a J.D. or L.L.B. degree for mandatory experience required at the GS-9 grade level. Such education must have been obtained in an accredited college or university and demonstrate the knowledge, skills, and abilities necessary to do the work of this position. Check with your school to determine how many credit hours comprise two years of graduate education. If that information is not available, use 36 semester or 54 quarter hours. The offeror shall provide education information on Attachment J1 that substitutes for mandatory experience required

PHASE 2: TECHNICAL EVALUATION FACTORS

Each Offeror's proposal that meets the mandatory qualifications of Phase 1 will be evaluated according to the responses provided on Attachment J2 to the four (4) technical factors below. Preference will be given to more than the minimum years of experience in these areas.

1. Knowledge of U.S. Government policies and procedures on grant management and administration; **(10 Points)**
2. Demonstrated knowledge and experience of grassroots development issues in Africa, particularly those affecting small producer groups and micro enterprises; **(40 points)**
3. Demonstrated ability to develop and analyze technical excel spreadsheets to 1) track budget and funding data and 2) draw conclusions from this data to identify compliance with ADF requirements and adherence to budget parameters 3) present results in an orderly and concise manner; **(30 Points)**
4. Demonstrated ability to operate, review, and revise financial analyses using standardized software (such as Business Plan Pro) and perform other analyses related to project proposals. This includes evaluating business plans, and financial statements and identifying potential business problems affecting project viability. **(20 Points)**

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PHASE 3: INTERVIEW OF TOP CANDIDATES

Based on Phase 1 and Phase 2 results, the top candidates will be contacted for interviews. These candidates will be evaluated based on the following:

- Written and verbal English communication skills and fluency in French, as applicable.
- Work experience as it relates to the Statement of Work.

Interviews may be conducted in person or by telephone. ADF shall not reimburse interview costs.

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICE TO OFFERORS

PROPOSAL SUBMISSION:

The Offeror assumes the full responsibility for ensuring that offers and references are received at the place as delineated herein and by May 15, 2008, by 5:00 p.m. EST. All offers shall be closed and sealed and shall be fully identified on the sealed envelope if delivered via third party carrier or hand delivered. When the proposals are hand-carried or sent by courier service, the address for offers is the African Development Foundation; 1400 Eye Street, N.W., Suite 1000, 10th Floor; Washington, D.C. 20005.

Electronic proposals shall be submitted to eteel@usadf.gov. The offeror is responsible for confirming receipt of the proposal by calling Ellen Teel at 202-673-3916.

The Offeror shall submit the information requested in Section M above which includes a firm-fixed price proposal. The price shall be in U.S. dollars. The Offeror shall provide a fixed monthly price including salary, and inclusive of benefits and legal obligations. The offer shall include a price for the base period and all option years.

Questions concerning the solicitation should be sent to eteel@usadf.gov no later than April 30, 2008. Response to questions will be provided on the Fedbizopps as an Amendment to the solicitation. The due date will not be extended.

Award shall be made based on the best overall value to the Government. The Contracting Officer (CO) will use the technical merits of each proposal and the price to determine the successful offeror.

The offeror assumes full responsibility for ensuring electronic materials and attachments are formatted in accordance with ADF Security Requirements. The following file extensions are not allowable and application materials/data submitted with these extensions cannot be considered

.bat, .cmd, .com, .exe, .pif, .rar, .scr, .vbs, .hta, .cpl, and .zip files.

Microsoft Office compatible documents are acceptable. If the Offeror determines that other formats are necessary, it is the Offeror's responsibility to verify with ADF that those formats are acceptable. Proposal materials with unacceptable or unreadable formats may be found non-responsive.

Interested offerors may register at <http://www.fedbizopps.gov> to receive notification when the solicitation and any amendments are issued and available for downloading. Please note that the General Services Administration provides the notification service as a convenience and does not guarantee that notifications will be received by all persons on the mailing list. Therefore, we recommend that you monitor the FedBizOpps site for all information relevant to desired acquisitions.

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Point of Contact

Ellen Teel, Contracting Officer, Phone 202-673-3916, Fax 202-673-3810, Email eteel@usadf.gov

PART II CONTRACT CLAUSES

SECTION I

This contract incorporates when appropriate the following clauses by reference, with the same force and affect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

1. Definition (APR 1984), 52.202-01
2. Officials Not to Benefit (APR 1984), 52.203-01
3. Gratuities (APR 1984), 52.203-03
4. Covenant against Contingent Fees (APR 1984), 52.203-5
5. Anti-Kickback Procedures (JUL 1995), 52.203-7
6. Price or Fee Adjustment for Illegal or Improper Activity (SEP 1990), 52.203-10
7. Audit and Records - Negotiation (OCT 1995), 52.215-02
8. Order of Precedence (JAN 1986), 52.215-33
9. Cancellation under Multi-Year Contracts (Oct 1997), 52.217-2
10. Privacy Act, 52.224-2
11. Interest (JAN 1991), 52.232-17
12. Availability of Funds (APR 1984), 52.232-18
13. Limitation of Costs, 52.232-20
14. Limitation of Funds, 52.232-22
15. Assignment of Claims (APR 1984), 52.232-23
16. Prompt Payment (MAR 1994), 52.232-25
17. Electronic Funds Transfer Payment Methods (OCT 2003), 52.232-34
18. Disputes (APR 1984), 52.233-01
19. Changes--Time-and Materials or Labor-Hour (AUG 1987), 52.243-3
20. Government Property (Cost Reimbursement, Time-and-Material, Labor-Hour Contracts) (JAN 1986), 52.245-5
21. Preference for Privately-Owned U.S.-Flag Commercial Vessels (APR 2003), 52.247-64
22. Limitation of Liability—Services, 52.246-25
23. Inspection of Services—Cost Reimbursement, 52.246-5

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Attachment J1

Solicitation: ADF 08-SOL-004

RESPONSES TO Phase 1:

Please enter below your responses to the **four (4) Mandatory Qualifications**.

As needed, Offeror shall cite the entity (ies) and location(s), period of service(s) and description of the service(s) provided that demonstrates the ability to provide the services identified in each factor.

You are not limited to the space provided to provide for a complete response. Please add additional page as needed.

NOTE: You may substitute a Master s degree or 2 full years of graduate education leading to such a degree in any field or a J.D. or L.L.B. degree for mandatory experience required at the GS-9 grade level. Such education must have been obtained in an accredited college or university and demonstrate the knowledge, skills, and abilities necessary to do the work of this position. Check with your school to determine how many credit hours comprise two years of graduate education. If that information is not available, use 36 semester or 54 quarter hours. The offeror shall provide education information on Attachment J1 that substitutes for mandatory experience required.



Please check this box if you are substituting education for the experience identified in the Mandatory Qualifications. Please complete the following:

1) College or University Name: _____

2) Address: _____

3) Type of Degree (*Enter Title of Master Degree(s) or equivalent graduate degree or years of graduate education leading to such a degree*)

Graduate Education:

Title of Masters (or equivalent): _____

Title of PhD: _____

Number of years of graduate education leading to such a degree and title of degree seeking: ____

3) Type of Degree (*Circle One*) Bachelors Masters (or equivalent) PhD

4) Major: _____

5) Number of years of graduate education leading to such a degree and title of degree seeking: _____

MANDATORY QUALIFICATION:

1. At least 3 years of relevant recent experience related to African grassroots economic development;

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MANDATORY QUALIFICATION:

2. Native tongue fluency in English is required.

I certify that I possess native tongue fluency in English.

Signature:

MANDATORY QUALIFICATION:

3. Experience in developing and presenting analysis summaries in MS word and Excel;

MANDATORY QUALIFICATION:

4. Ability to read, write and communicate in French (This requirement is for only (1) one of the (2) two PA positions available. This requirement will be evaluated at the interview stage.

I certify that I possess the ability to read, write and communicate in French.

Signature:

Attachment J2
Solicitation: ADF 08-SOL-004

Offeror shall cite the entity (ies) and location(s), period of service(s) and description of the service(s) provided that demonstrates the ability to provide the services identified in each factor

1. Knowledge of U.S. Government policies and procedures on grant management and administration; **(10 Points).**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

2. Demonstrated knowledge and experience of grassroots development issues in Africa particularly affecting small producer groups and micro enterprise; **(40 Points)**

[illegible]

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Program Analyst
Solicitation ADF-08-SOL-004

TECHNICAL QUALIFICATION:

3. Demonstrated ability to develop and analyze technical excel spreadsheets to 1) track budget and funding data and 2) draw conclusions from this data to identify compliance with ADF requirements and adherence to budget parameters 3) present results in an orderly and concise manner; **(30 Points)**

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Program Analyst
Solicitation ADF-08-SOL-004

TECHNICAL QUALIFICATION:

4. Demonstrated ability to operate, review, and revise financial analyses using standardized software (such as Business Plan Pro) and perform other analyses related to project proposals. This includes evaluating business plans, and financial statements and identifying potential business problems affecting project viability. **(20 Points)**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

African Development Foundation
Program Analyst
Solicitation ADF-08-SOL-004

Attachment J3

Solicitation: ADF 08-SOL-004

1. Certify ability and willingness to travel and visit remote locations under harsh climate conditions with limited health care facilities;

I certify that I possess the ability and willingness to travel and visit remote locations under harsh climate conditions with limited health care facilities.

Signature:

2. Certify ability to meet the requirements of a background investigation to be conducted by ADF

I certify that I possess the ability to meet the requirements of a background investigation to be conducted by ADF.

Signature:
